

ASSESSMENT GUIDELINES

Unit 23360

Implement a produce packaging system

Level 4, Credit 5, Version 1

Implement a produce packaging system.

Unit standard 23360

Level 4, Credit 5, Version 1

Level of performance required for this unit standard

This is a level 4 unit standard. At this level trainees are expected to demonstrate the following abilities when completing assessment tasks:

- To work under broad guidance, independently; with complete responsibility for the standards of the outcome achieved.
- To apply technical skills, knowledge, and innovation to complete the task to the specified standard, in a variety of familiar and unfamiliar contexts.
- To analyse and interpret information, and make an informed judgment.

Workplace assessment:

For guidelines on Workplace Assessment, please refer to the NZHITO Workplace Assessors Manual, and for further information, please contact: NZHITO, P O Box 8638, Christchurch. Ph 03 9644 735, fax 03 9644 737, website www.hortito.org.nz

Special notes:

1. *Workplace procedures* refer to written or verbal policies and procedures on safety operation and production set down by the employer or host organisation.
2. *Standards* refer to any requirements set down by quality assurance documentation and industry standards as supplied by an industry body, agent or exporting company.
3. Legislation relevant to this unit standard includes but is not limited to: the Health and Safety in Employment Act 1992; Employment Relations Act 2000; Resource Management Act 1991; Privacy Act 1993; Hazardous Substances and New Organism Act 1996 and related regulations; and Occupational Safety and Health Approved Codes of Practice.
4. Produce may include fruit, vegetables, and flowers

**Unit 23360: Implement a produce packaging system.
(Apprentice copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Maintain an inventory of packhouse supplies and order packaging materials.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Determine from a stocktake of all materials on hand, the number of units available for packing produce in accordance with workplace procedures. ▪ Estimate what the quantities required of each packaging component are in accordance with crop estimates and packing plans. ▪ Source packaging materials comparing prices and delivery schedules to determine which offers the most favourable terms in accordance with workplace. ▪ Place orders, and keep records of inwards goods in accordance with workplace procedures. ▪ Check orders to verify delivery and the quality of packaging material in accordance with workplace procedures. ▪ Store packaging materials in accordance with workplace procedures so that components are accessible as they are required.
<p>Element 2 Design and implement a system to ensure sufficient packaging is assembled and packed to meet workplace packing plans.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Use your system to identify the staff numbers required to meet workplace packing plans ▪ Train staff to assemble packaging in accordance with workplace procedures. Range: packaging may include but is not limited to – packaging inserts, configuration, palletising, shrink wrap, polyliners, promotional material, documentation, labelling. ▪ Ensure the system of packaging configuration meets workplace procedures and standards. Range: may include but is not limited to – internal audit, quality control checks, outward goods inspection. ▪ Monitor the volume of assembled packaging to ensure that adequate stocks are available for packers to pack product. ▪ Label and identify containers in accordance with workplace procedures and grade standards. ▪ Complete documentation in accordance with workplace procedures and grade standards. ▪ Check the quality of packaging at each step and take corrective action where required, in accordance with workplace procedures.

(Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 23360, version 1

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

**Unit 23360: Implement a produce packaging system
(Assessor copy)**

ELEMENT	Competent	Range of evidence an assessor should consider
<p>Element 1 Maintain an inventory of packhouse supplies and order packaging materials.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Determine from a stocktake of all materials on hand, the number of units available for packing produce in accordance with workplace procedures. ▪ Estimate what the quantities required of each packaging component are in accordance with crop estimates and packing plans. ▪ Source packaging materials comparing prices and delivery schedules to determine which offers the most favourable terms in accordance with workplace. ▪ Place orders, and keep records of inwards goods in accordance with workplace procedures. ▪ Check orders to verify delivery and the quality of packaging material in accordance with workplace procedures. ▪ Store packaging materials in accordance with workplace procedures so that components are accessible as they are required.
<p>Element 2 Design and implement a system to ensure sufficient packaging is assembled and packed to meet workplace packing plans.</p>	<p>Yes/No</p>	<ul style="list-style-type: none"> ▪ Use your system to identify the staff numbers required to meet workplace packing plans ▪ Train staff to assemble packaging in accordance with workplace procedures. Range: packaging may include but is not limited to – packaging inserts, configuration, palletising, shrink wrap, polyliners, promotional material, documentation, labelling. ▪ Ensure the system of packaging configuration meets workplace procedures and standards. Range: may include but is not limited to – internal audit, quality control checks, outward goods inspection. ▪ Monitor the volume of assembled packaging to ensure that adequate stocks are available for packers to pack product. ▪ Label and identify containers in accordance with workplace procedures and grade standards. ▪ Complete documentation in accordance with workplace procedures and grade standards. ▪ Check the quality of packaging at each step and take corrective action where required, in accordance with workplace procedures.

_____ (Name of Apprentice)

is **Competent / Not yet competent** in Unit Standard 23360, version 1

Signed (Assessor): _____

WPA Registration Number: _____ Date: _____

Please send this page to your NZHITO Regional Manager, who will forward it to National Office to register the credits on your NZQA Record of Learning.

Unit 23360: Implement a produce packaging system.

(Name of Apprentice)

is Competent in Unit Standard 23360. (version 1)

Signed (Assessor):

WPA Registration Number: _____

Date: _____